Procedure for Changing System Setting for Closed Campus

Last Updated: 07/20/2015

Setting for Closing Campus

1) Calendar
   a. Voyager Calendars
      Add the closing dates as exceptions to the relevant campus calendars (SysAdmin > Circ > Calendars)
   b. LibCal Calendar
      Revise the “Event Title” for each of the closing dates of the closing campus (Modify Single Event)

2) Library website and social media
   a. Add the closing dates to the website Calendar page Overview Exception section
   b. Post the closing news and events on the website and the social media

#3-5 is needed only when the closing last for a week or longer

3) Call Slip and UB Request
   a. Run query “GPC Circulation – Policy Matrix” to keep track of the original PLACE_CALL_SLIP and PLACE_UB_REQUEST settings
   b. Go to SysAdmin> Circ > Policy Definitions > [the closing campus] > Matrix tab
   c. Uncheck the Call Slip and UB boxes in all the Patron Group / Item Type pairs of the Circ Policy Matrix Records Settings for the closing campus
4) Pickup Location
   a. Change Default Pickup Location if needed (i.e. replace Clarkston with Dunwoody) (SysAdmin > Circ > Cluster Maintenance)
   b. Unchecked the Pick Up Location box for the closing campus’ Circ Desk (SysAdmin > Circ > Policy Def > [Closing location] > Locations > [xxx] CIRC DESK(c) > Settings)

5) Test OPAC (GPC GIL Classic, GPC GIL-Find, UC Classic, and UC GIL-Find)
   a. The closing campus pick up location should be suppressed from the OPAC pickup location dropdown
   b. Place Request, both Intercampus and GE, for items from the closing campus should display error message.
Setting to Resume Closed Campus

1) Undo the changes in #3-4 above in reverse order when the closed campus is reopened.
2) Test OPAC for the changes.